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DD/A 76-0049

7 JAN 1976

MEMORANDUM FOR: The Comptroller

SUBJECT : Domestic Facilities Consolidation
and Relocation Studies

REFERENCE : Memo dtd 14 Aug 75 fr DCI to DD/A;
subj: Financial Guidance for 1976,
the Transition Quarter, and 1977;
Paragraphs 13.a. (OTS relocation),
13.b. (facilities consolidation),
and 13.c. (Rosslyn relocation)

1. As you are aware, I have commissioned an interdirectorate study group to examine the possibility of consolidation or relocation of various Agency holdings in the Washington area [REDACTED]. This group has almost completed the fact-gathering stage of its study and is preparing its final report.

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2. The group recognized from the outset that, given the complex issues involved, there was a relatively short period allowed to accomplish the tasking of reference paragraphs a. and b. (31 December 1975) and now believes it will do a more thorough job of writing and coordination if the final reports required by all three paragraphs can be forwarded at the same time, 31 March 1976.

3. I would appreciate your confirmation that this timing is acceptable.

/s/ John F. Blake
John F. Blake
Deputy Director
for
Administration

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STATINTL A/R/DDA: [REDACTED] kf/5003 (7 Jan 76)
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75-8003/1

Baker - F-20 & M - 10.2 - 15 Aug

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13 - DSI & F-20 - 14 Aug

1005.75, 14 Aug DSI & F-20

14 AUG 1975

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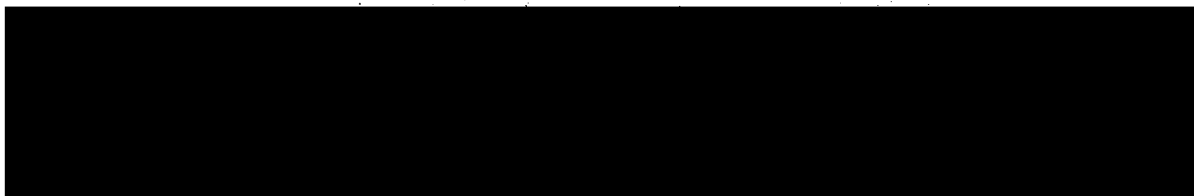
MEMORANDUM FOR: Deputy Director for Administration

SUBJECT: Financial Guidance for 1976, the Transition Quarter, and 1977

1. This memorandum constitutes my guidance to you on the 1976, Transition Quarter, and 1977 programs for your Directorate. The guidance is based upon the data you submitted to the Comptroller in response to the Program Call, the Program Review book prepared by the Comptroller, and the discussion with you in the Management Committee meeting on 26 July 1975.

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2. The Program levels for your Directorate are:



3. As you know, we have not yet received our appropriation for 1976, and until we do, we must proceed in accordance with the guidance issued by the Comptroller early in July based upon the continuing resolution of the Congress. Pending Congressional action on our appropriation, the levels established in this memorandum should be used as the basis for the preparation of your OMB budget and should be entered into the Financial Resources System (FRS) accordingly. New program levels will be issued for 1976 if necessary after we have our appropriation.

4. As in the past, I will expect you to keep your records and controls over your resources by major component and to continue to provide project (FAN) and subobject class data to the Financial Resources System to facilitate review and monitoring of the way the resources are being

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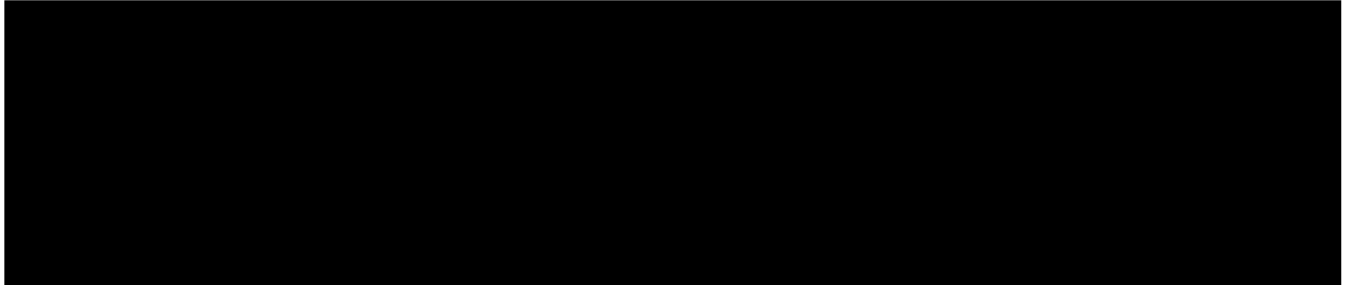
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used. Your first input to the FRS should reflect initial program approvals; no reprogramming will be allowed until this data base is established. The operating budget amounts entered into the FRS for each major component should, of course, reflect the suballotments which you issue, adding up to the one allotment for your Directorate.

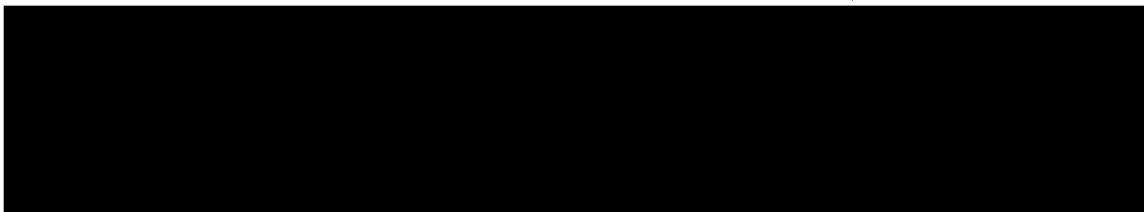


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6. The Travel Expense Amendment Act of 1975 provides for increased travel emoluments which means that travel will cost more than you may have originally planned. OMB guidance suggests that all travel be held to a minimum and that attendance at conventions, conferences, and similar meetings be restricted to that essential to the accomplishment of Agency missions.

7. In paragraph 4 of my 23 August 1974 Financial Guidance Memorandum, funding levels for certain activities were specifically approved for 1975. You should prepare by 15 September 1975, a brief explanatory report on those activities for which actual obligations deviated from the approved funding levels by more than the 10 percent limitation prescribed. Your report should also include a brief statement on those activities in which there was any significant substantive variation from the original program plan.

8. During the course of the Program Review, I approved certain key activities for 1976 representing major investments or activities in which I have a particular interest. The funds programmed for these activities should not, under normal circumstances, be diverted to other uses; such activities should be carried forward at the levels I have approved. For your Directorate the specific activities are as follows:



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[REDACTED]

you to prepare a recommendation for the Comptroller who will exercise the authority I have delegated to him to review the recommendation and advise me accordingly. While I recognize that approved programs cannot always be carried out as originally planned, it is important that I be informed when changes occur and have the opportunity to consider the factors causing the changes to determine whether the funds approved earlier, or affected by the change, might be used better elsewhere. To facilitate continuing management review, the activities identified above must be specifically reflected by subobject class or in FAN (or combinations of FAN) accounts and you should work with the Comptroller to ensure that this requirement is met.

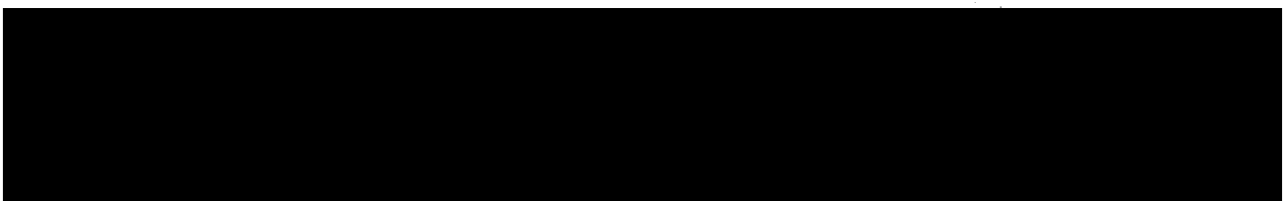
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10. There is another requirement upon which I must continue to insist. The Program Execution Procedure sets forth a requirement for notifying me, under certain conditions, before action is taken on activities approved during the Program Review. These involve:

a. Politically sensitive projects, carrying a significant risk of causing embarrassment to the U. S. Government in general or to the Agency in particular. Approval by the National Security Council of politically sensitive activities will fulfill this requirement.

b. Major contractual agreements undertaken on behalf of and funded by other agencies.

c. Real property transactions (excluding routine safehouse arrangements) which have the potential for raising security, political or operational difficulties.

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Although it will rarely be necessary to change a plan at the last minute, it is imperative that I be informed through the Comptroller before you take action on any of the kinds of projects described above so that they can be evaluated in relation to the then current status of the environment and the Agency's overall resource situation.

11. All matters covered above should normally be sent, in one copy only, to the attention of the Comptroller who will forward them to me when he believes they require my specific approval. In cases where he believes it unnecessary to inform me personally, he will so notify you. Periodically he will inform me of those items where he has determined my direct involvement was not required.

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relations, I expect you to work toward accomplishment of the goals established in the Annual Personnel Plan for your Directorate, with especial stress on:

- a. Entry of qualified junior professionals,
- b. Separation of lowest quality performers,
- c. Lateral entry and rotation,
- d. Language skills development,
- e. EEO,
- f. Improvement of age profile,
- g. Group communications with employees, and
- h. Standardization of common occupational or functional specialities to open additional opportunities for advancement or transfer of employees.

13. The need to seek opportunities to effect further savings in funds and positions continues. You will have your own ideas about how you might approach this problem but there are a number of areas where I believe attention will prove rewarding. You are requested to consider and submit recommendations by the dates indicated:

- a. Develop a plan, with the assistance of the DDS&T, to relocate OTS away from the 2430 E. Street complex, and to relocate other components in the space vacated. If operational security factors allow, the plan should address the possibility of collocating the OTS Washington area training facility with the rest of OTS. Submit recommendations by 31 December 1975.

- b. Determine, with assistance from the DDO and DDS&T, the feasibility of consolidating at the minimum number of locations,

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c. Study a possible phased plan to remove CIA offices from the Rosslyn area to the Beltway area, with costs involved. Report by 31 March 1976.

d. Review and make recommendations with respect to the degree Office of Security routine investigations could be conducted by other agencies such as the FBI or DIS. Report by 28 February 1976.

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W. E. Colby

W. E. Colby
Director

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TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Administration	13 JAN 1976	
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3		1/14	
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5			
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

STATINTL

Remarks: REF: Your memo dtd 7 Jan 76 re Domestic Facilities Consolidation and Relocation Studies (DD/A 76-0049)

Jack:

I agree with your thought that we extend the due date on these three papers to 31 March 1976.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

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